

Final Performance Report Requirements

☐ Project Title

Project Approach

- ☐ Briefly summarize activities performed and tasks performed during the grant period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.
- ☐ Present the significant contributions and role of project partners in the project.

Goals and Outcomes Achieved

- ☐ Supply the activities that were completed in order to achieve the performance goals and measurable outcomes for the project.
- ☐ If outcome measures were long term, summarize the progress that has been made towards achievement.
- ☐ Provide a comparison of actual accomplishments with the goals established for the reporting period.
- ☐ Clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.

Beneficiaries

- ☐ Provide a description of the groups and other operations that benefited from the completion of this project's accomplishments.
- ☐ Clearly state the quantitative data that concerns the beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project.

Lessons Learned

- ☐ Offer insights into the lessons learned by the project staff as a result of completing this project. This section is meant to illustrate the positive and negative results and conclusions for the project.
- ☐ Provide unexpected outcomes or results that were an effect of implementing this project.
- ☐ If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.

☐ Contact Person

- ☐ Name the Contact Person for the Project
- ☐ Telephone Number
- ☐ Email Address

Additional Information

- ☐ Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any of the prior sections.